

CLASSIFICATION: NURSING COORDINATOR

Class Code: 6583-27

Date Established: 07-10-81

Occupational Code: 7-4-9

Date of Last Revision: 01-29-16

Exempt Status: Non-Exempt

BASIC PURPOSE: To coordinate and supervise nursing activities to ensure the implementation of services and therapeutic interventions based on nursing process and standards of practice, and to ensure adequate staffing levels of nurses within units.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Plans, supervises, coordinates and evaluates the work of professional and paraprofessional nursing staff.
- Monitors, directs and updates nursing schedules and coordinates schedules between units.
- Coordinates staff activities to provide adequate nursing care for all patients.
- Consults with staff members and exchanges information relative to problems of care and treatment of residents/patients and investigates accidents, injuries, illness, hygiene and complaints.
- Provides information for budget planning in area of medical supplies and equipment with projections for future needs.
- Supervises and administers therapeutic prescriptions and treatments to patients.
- Reviews nursing staff reports and record observations on patients' conditions.
- Acts as a contributing member of the multidisciplinary team engaged in providing treatment for acute behavioral, emotional and/or physical disturbances.

DISTINGUISHING FACTORS:

Skill: Requires skill in analyzing and interpreting data, policy and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for achieving major aspects of long-range agency objectives by planning short- and long-term organizational goals, reviewing recommendations for procedural changes, and developing or revising program policies. Errors at this level result in incorrect decisions at an administrative level, and are detected subsequent to implementation in an overall evaluation process.

Supervision: Requires direct supervision of programs or of employees doing work which differs from the supervisor, including disciplining employees, solving personnel problems, recommending hiring and terminating employees, and developing work methods. The supervisor in this position manages a working unit or section with responsibility for employee performance appraisal.

Working Conditions: Requires performing regular job functions in an environment which includes exposure to continuous physical elements or a number of disagreeable working conditions with frequent exposure to minor injuries or health hazards.

Physical Demands: Requires medium work, including continuous strenuous activities such as frequent reaching, bending, or lifting as well as performing work activities which require fine manual dexterity or coordination in operating machines or equipment.

Communication: Requires reviewing summaries and reports and making management level decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

Complexity: Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

Independent Action: Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in nursing, human services, psychology, or a related field; candidates who do not possess a degree in nursing must meet the certification requirement listed under License/Certification #3 below. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Five years' experience as a registered nurse in areas such as ambulatory care, correctional nursing, emergency care, psychiatric nursing, medical surgical nursing, school nursing, pediatrics, or other related nursing specialty as stated on the supplemental job description. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification:

1. Current license as a Registered Nurse in New Hampshire.
2. Current certification in CPR.
3. Candidates who do not possess a degree in nursing must be certified by the American Nurses Association or another recognized certifying entity in a specialty that is consistent with the job accountabilities and appropriate to the institution or agency in which the vacancy exists.
4. All specialized experience and certification requirements must be stated on the supplemental job description and approved by the Division of Personnel prior to posting.

RECOMMENDED WORK TRAITS: Knowledge of professional nursing theory, practice, and management. Knowledge of nursing techniques involved in the care of developmentally disabled, emotionally disturbed, or geriatric patients. Ability to instruct, coordinate and supervise nurses and subordinate employees. Ability to administer detailed therapeutic prescriptions. Ability to follow directions. Ability to maintain records and charts. Ability to prepare reports. Ability to maintain effective personal relationships with employees and patients. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.